

MEMORANDUM FOR: Chief, Support Staff ~~CONFIDENTIAL~~ 26 March 1953

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. General -

a. The Red Cross Drive is being conducted within the Office of Training. To date \$338.50 has been donated by 139 persons in OTR.

b. Col. Edwards has selected a prospective OTR Security Officer, Mr. [] Subject will be interviewed by OTR on Monday, 30 March 1953.

c. Discussions were held with [] and a representative of [] concerning the need for a back-stop for [] personnel matters.

2. Personnel -

a. [] was effected as of this date. These individuals will remain on the T/O of the Office of Training for the duration of the overseas training, about one year. Because of a misunderstanding OTR had to request that field slots be authorized to accommodate these individuals at []. This approval was obtained from Mr. [] of PDC and concurred in by Mr. [] of Classification and Wage Division.

b. The re-slotting to the new [] T/O has been completed. This re-slotting was for all [] components, except the Training Division.

25 YEAR RE-REVIEW

3. Services and Supply -

a. New [] quarters were completely equipped with office furniture.

b. Partitioning and equipping of Rooms 100A and B, [], N. W. is under way. Most of necessary furnishings are available from existing OTR stocks.

prepared announcing reallocation of OTR be made effective 13 April 1953.

Officer, [], was briefed regarding 9, 20, and 23 March 1953.

[] is being sold on the open market by the [], none of the property is available

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[REDACTED]

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4. Budget and Fiscal - **CONFIDENTIAL**

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a. The reimbursement procedure for OC Trainee area travel at [REDACTED] has been completed for concurrence of Finance Division.

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b. The [REDACTED] contract revision request has been submitted to OP&SO contract officer for execution.

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c. Interim arrangement for payment [REDACTED] released from [REDACTED] has been agreed upon, pending [REDACTED] transfer to new project.

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[REDACTED]

Administrative Officer, OTR

Attachment:

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1. [REDACTED] Report

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[REDACTED]